

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, SEPTEMBER 5, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:17 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, AUGUST 29, 2002

MOTION: Stevens and Hudkins seconded approval of the Staff Meeting minutes of August 29, 2002. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. County Representative to the Medicaid Reform Task Force
- B. Dictaphones for the County Commissioner's Office

MOTION: Campbell moved and Heier seconded approval of the additions to the agenda. Campbell, Stevens, Hudkins, Heier and Workman voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- A. County Representative to the Medicaid Reform Task Force

Kerry Eagan, Chief Administrative Officer, distributed information regarding formation of a Medicaid Reform Task Force by the Nebraska Legislature's Health and Human Services Committee (Exhibit A).

MOTION: Campbell moved and Stevens seconded to ask Pat Lopez, Lincoln-Lancaster County Health Department, to serve as the County's representative to the Medicaid Task Force. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

B. Dictaphones for the County Commissioner's Office

Eagan said three Dictaphones need to be repaired or replaced. He estimated the cost of repair at \$150 and replacement at \$650.

MOTION: Hudkins moved and Heier seconded to purchase one new Dictaphone and to repair the other two Dictaphones. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

A. Ecological Advisory Committee - Campbell

No report.

B. Railroad Transportation Safety District (RTSD) - Hudkins, Workman, Stevens

Stevens said the revised budget was adopted. Additional discussion focused on the "A" Street overpass.

4 PENSION REVIEW REQUEST FOR PROPOSALS (RFP) - Doug Cyr, Deputy County Attorney; Kathy Smith, Assistant Purchasing Agent

Doug Cyr, Deputy County Attorney, reviewed the scope of investment consultant services specified in the Request for Proposals (RFP) (see agenda packet). He explained that the services are advisory in nature and said the consultant must forfeit the right to provide the County pension services, other than consultation services.

Eagan suggested that services be divided into phases, with task pricing.

Workman asked whether a consultant is necessary.

Cyr said this is a specialized area and said those involved in the administration lack the necessary expertise.

Kathy Smith, Assistant Purchasing Agent, said it is common practice for governmental entities to utilize consultants in developing investment plans.

Campbell expressed concern that the qualifications "narrow" the pool of prospective consultants.

Eagan noted that the deadline to renew the current plan is December 1, 2002.

MOTION: Campbell moved and Stevens seconded to proceed with a Request for Proposals (RFP) and to phase services and fees:

Phase I: Initial pension plan review

Phase II: Develop an investment plan for Lancaster Plan

Phase III: Assistance in specification development, review of responses and recommendation

Phase IV: On-going evaluation

Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

Cyr reported on proposed plan amendment for deferred compensation that would allow employees to borrow from their deferred compensation accounts.

The Board was not interested in pursuing the proposal.

5 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) -

Diane Staab, Deputy County Attorney

Diane Staab, Deputy County Attorney, said the deadline for health care providers to have computers upgraded to meet Health Insurance Portability and Accountability Act (HIPAA) standards for security and privacy of electronic transactions related to medical records in their possession is October, 2002. A request for an extension will be filed. She said the second component relates to privacy policies, with an April, 2003 deadline for compliance. Agencies impacted are Lancaster Manor, Community Mental Health Center, Lincoln/Lancaster County Health Department, Corrections, Lancaster County Juvenile Detention Center, Families First & Foremost (F³) Grant Program, General Assistance, Veterans Administration and Drug Court. Staab noted that the law also requires certain provisions in business associate agreements with health care providers.

Staab said Information Services lacks the time and expertise to assist in this effort. She recommended that a consultant be hired to look at the agencies' computer systems and assess what is needed for compliance.

Campbell suggested that Douglas, Sarpy and Lancaster County partner in the effort and said Larry Dix, Nebraska Association of County Officials (NACO) Executive Director, should be invited to sit in on discussions.

Staab said Douglas County has already hired a consultant and is assessing its computer systems and implementing a plan for compliance.

Hudkins recommended that the County consult Timothy Loewenstein, The Kearney Group, LLC, who has expertise in this field.

Heier suggested that the County seek assistance from the University of Nebraska or one of the local colleges.

6 NEW AMERICANS TASK FORCE WEBSITE - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, said the New Americans Task Force is developing a webpage and has requested space on the InterLinc website. She said it would also be beneficial to have links to other agencies and educational institutions.

Gwen Thorpe, Deputy Chief Administrative Officer, said a policy to provide City/County advisory committees with space or links on the InterLinc website is still being developed. She said the ability to link to other sites that contain material that is not endorsed has been a concern and suggested that inclusion on the website be limited to general information.

Boesch said someone from the University of Nebraska had agreed to design the webpage at no cost, but Information Services said the web design would have to be done in-house to insure that it meets the standardized format.

The Board requested additional information as to whether a separate website is desired.

7 SALARIES FOR UNREPRESENTED, UNCLASSIFIED EMPLOYEES - Georgia Glass, Personnel Director

Dennis Keefe, Public Defender, appeared and distributed Salary Recommendation Worksheet FY03, Non-Negotiated Salaries Other than Elected Officials and Chief Deputies, Lancaster County Public Defender's Office, Revised: September 4, 2002 (Exhibit B), noting a 3.0% total increase.

Gary Lacey, County Attorney, appeared and distributed his salary recommendations for attorneys (Exhibit C), noting the total increase is over 3.0% (a shortage of \$1,559). He pointed out that there is no longer parity with the Public Defender's Office.

Hudkins asked Lacey to "tweak" the increases to come down to the 3.0% level.

Lacey also distributed an analysis of the cost of allowing an attorney to go from full-time to part-time employment and hiring a full-time attorney at the starting salary rate to fill the void (Exhibit D). The additional cost is estimated to be \$16,834.

The Board told Lacey that the expense would have to be absorbed within his existing budget.

Bill Jarrett, Chief Deputy Sheriff, appeared and presented Sheriff Wagner's recommendations for captains' salaries (Exhibit E), noting a 3.2% total increase. He said the additional 0.2% will be offset by salary savings from a vacant position.

Georgia Glass, Personnel Director, distributed Deputy Sheriff's Pay Plan and a comparability study for the captains' salaries (Exhibit F). She noted that the captains' salaries are below comparability, particularly at the entry level.

Jarrett said compression of rank is also a problem.

Glass said the intent is to adjust the captains' salary range.

The following documents were also distributed (Exhibits G & H):

- * Directors Salary Information, 2002-2003
- * County Resolution No. R-01-96, Annual Salary Increases for Unclassified County Employees Other Than Elected Officials and Chief Deputies

Glass said she has not received salary recommendations for the bailiffs.

MOTION: Campbell moved and Hudkins seconded to:

- 1) Accept the recommendation of a 3.0% salary increase for attorneys in the County Attorney and Public Defender's Offices
- 2) Accept the explanation of salary recommendations for the Sheriff's captains
- 3) Tentatively approve a 3% increase for directors

Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

8 CHILD GUIDANCE CONTRACT - Sheryl Schrepf, Juvenile Mental Health Director; Renee' Dozier, Director of Service Development for the Families First & Foremost (F³) Grant Program

Renee' Dozier, Director of Service Development for the Families First & Foremost (F³) Grant Program, reviewed a list of positions that will be part of the Child Guidance contract (Exhibit I).

Sheryl Schrepf, Juvenile Mental Health Director, said it seems advisable to make these positions part of the contract, rather than County employees, since it is anticipated that F³ will transition from the County to Region V.

9 ADOPTION OF LANCASTER COUNTY BUDGET FOR FISCAL YEAR 2002-2003 - Dave Kroeker, Budget & Fiscal Officer

The Board reviewed a draft of Resolution No. R-02-100, In the Matter of Approving the Lancaster County Fiscal Budget for the Fiscal Year of July 1, 2002 to June 30, 2003 (see agenda packet).

Hudkins asked that the fifth paragraph be amended to read: *Now therefore, be it resolved, by the Board of Commissioners of Lancaster County, Nebraska that the Proposed Lancaster County Budget for the Fiscal Year of July 1, 2002 to June 30, 2003 be adopted.*

MOTION: Hudkins moved and Campbell seconded to present Resolution No. R-02-100, with that revision. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

MOTION: Campbell moved and Hudkins seconded approval of amended Resolution No. R-02-100.

It was noted that the Board plans to: 1) Review requests made at the public hearing on the budget and through consultation with the elected officials at mid-year; 2) Maintain a hiring freeze; 3) Have a reduction in force plan in place by January, 2003; 4) Hold a budget work session; 5) Meet with the Budget Monitoring Committee and ask for their recommendations; and 6) Propose a study of Nebraska's ability to pay for labor versus comparability.

ON CALL: Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

10 ACTION ITEMS

- A. Request from Lincoln Action Program (LAP) to Use Rural Housing Funds for Purchase of a Lot in Bennet, Nebraska Rather Than Firth, Nebraska

MOTION: Campbell moved and Stevens seconded to approve the request, provided that the lot is used for a Habitat for Humanity house. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

- B. Application for Substance Abuse and Mental Health Services Administration (SAMHSA) Grant on Behalf of St. Monica's to Expand Capacity for Mother/Child Crisis Beds (No County Match)

MOTION: Heier moved and Hudkins seconded approval. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

11 CONSENT ITEMS

- A. Microcomputer Request C#2002-284, \$362.44 from Sheriff's Budget for Memory Upgrade
- B. Microcomputer Request C#2002-286, \$2,327.52 from County Extension Budget for Three (3) Compaq EVO's

MOTION: Campbell moved and Stevens seconded approval of the Consent Items. Workman, Stevens, Campbell, Heier and Hudkins voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

A. Update on Coordinator for Adult Offender Services

Thorpe said Warren Cook, Coordinator for Adult Offender Services, has requested a direct County Board contact.

The Board asked Thorpe to inform him that Eagan serves in this capacity.

B. Magnetic Signs for Weed Control Authority Vehicles

Eagan reviewed a cost comparison for decals and magnetic signs (see agenda packet).

MOTION: Heier moved and Hudkins seconded to direct Weed Control Authority to purchase magnetic signs for departmental vehicles. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

C. Emergency Management Training for Two (2) Volunteers (Total of \$200 for Hotel)

MOTION: Campbell moved and Hudkins seconded to authorize the expenditure. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

D. Letter from Bill Jarrett, Chief Deputy Sheriff, Regarding Equipment of New Cars

The Board reviewed a request from the Sheriff's Office for authorization to outfit six new police vehicles with Mobile Data Terminals, radios and other necessary equipment.

MOTION: Hudkins moved and Stevens seconded approval of the request. Campbell, Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

E. Management Team Agenda (September 12, 2002)

The Board scheduled roundtable discussion.

F. Budget Memorandum to Elected Officials and Department Heads

The Board reviewed a draft memorandum to elected officials and department heads regarding modification of the budget freeze (Exhibit J) and requested the following changes:

- * Divide the first paragraph into two paragraphs, beginning the second paragraph with the third sentence.
- * Revise the first sentence of the second paragraph to read as follows: *The Board does not intend, at this time, to approve funding for any additional items at the mid-year budget review.*

13 ADJOURNMENT

MOTION: Heier moved and Stevens seconded to adjourn the meeting at 11:10 a.m. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk